

CITRUS COLLEGE
LIBRARY TECHNOLOGY PROGRAM
CLASSES - 2009/2010 ACADEMIC YEAR

Library Technology classes for the next academic year (2009/2010) have been suspended due to State budget cuts. We are sorry for the inconvenience this will cause our students and prospective students and offer the following suggestions both for furthering your education and finding employment.

OTHER LIBRARY TECHNOLOGY PROGRAMS You can check the COLT website for a list of programs in California and nationwide at <http://colt.ucr.edu/ltprograms.html> , including online programs, such as:

PASADENA CITY COLLEGE <http://www.pasadena.edu/library/classes.cfm>

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SANTA ANA COLLEGE [Library Technology Program](#)

CONTACT: Yolanda Garcia, Library Technology Program Chair, garcia_yolanda@sac.edu : 714-564-6717

SAN BERNARDINO VALLEY COLLEGE [Library Technology](#)

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In addition, Azusa Pacific University offers a school librarian credential (see <http://www.apu.edu/education/advanced/librarianservices/details/uses/>), as does Cal State Long Beach <http://www.ced.csulb.edu/edpac/academic/lmt/> .

WORK EXPERIENCE

For many job openings employers are looking for someone with experience. Library Technology classes usually count as experience but so does actual work experience. Try volunteering at a library. This will let you see if you like this kind of works and it will get you on the job experience. Many libraries report that they fill many of their paid jobs by promoting volunteers who have proven themselves to be good workers

OTHER COURSES AVAILABLE AT CITRUS COLLEGE

While our Library Technology core courses are suspended, Citrus College does offer a number of other classes that will help prepare students both for library positions and other jobs in this difficult labor market.

BASIC SKILLS - Libraries and most public service jobs will require you to be able to read and communicate in English at a moderately high level. You will also need a basic understanding of mathematics. If you are lacking in any of these areas you should consider:

- READ 099 Reading Skills
- ENGL 101 Reading & Composition
- ESL level 3 core courses
- MATH 115 Business Mathematics

CLERICAL AND OFFICE SKILLS - Libraries and other office occupations put high premiums on computer skills, customer relation skills, team work and leadership. Recommended courses to build these skills are:

- CSIS105 Introduction to Windows and Personal Computers
- CSIS107 Fundamentals of Information Technology
- CSIS109 Network and Computer Security
- CSIS119 Introduction to Web Programming
- CSIS150 Web Development with Dreamweaver I
- CSIS151 Web Development with Dreamweaver II
- CSIS154 Web Development with Fireworks
- CSIS156 Web Development with Flash
- CSIS162 Electronic Spreadsheets Using Microsoft Excel
- CSIS166 Introduction of PowerPoint
- CSIS167 Introduction to MS Publisher
- CSIS168 Using Web Page Software
- CSIS175 Introduction to Access
- CSIS230 Microcomputer Applications II
- OFF101 Introduction to Microsoft Office Applications
- OFF120 Excel Spreadsheet
- OFF260 Computer Keyboarding and Document Processing
- OFF294 Beginning Microsoft Word

LANGUAGE SKILLS - Because a large number of people in California are not native speakers of English it is frequently helpful to be able to communicate with a patron in another language. Spanish is the most common non English language in California so the following courses are recommended for anyone who cannot currently communicate in Spanish.

- SPAN 140 Beginning Conversational Spanish
- SPAN 141 Intermediate Conversational Spanish
- SPAN 150 Spanish for Public Service Personnel

CHILD DEVELOPMENT SKILLS - One of the patron groups served by school and public libraries are children. For students who hope to work with children in libraries or other occupations the following courses are recommended:

- ENGL 293 Children's Literature
- CHLD 111 Child Development Youth - Adolescence
- CHLD 112 Principles of Early Childhood Education
- CHLD 120 Literacy for Young Children
- CHLD 121 Art for Young Children
- CHLD 122 Music and Rhythms for Young Children
- CHLD 140 Before/After-School Programs
- PSY 206 Child Growth and Development

OTHER DESIRABLE SKILLS :

- ART150 Computer Art Basics
- ART153 Digital Media Production I
- ART162 Computer Graphics I
- ART163 Computer Graphics II
- ART167 Web Design I
- ART266 Computer Illustration Techniques II
- ART267 Web Design II
- ELEC100 Introduction to Technology
- ELEC120 Introduction to Computer Technology
- ENGR100 Principles of Technology
- ENGR104 PC Hardware and Maintenance
- ENGR107 Network Technology
- ENGR108 Networking Operating Systems
- ENGR109 Network and Computer Security
- PHTO101 Basic Photography

OTHER ONLINE COURSES: California Virtual Campus: <http://www.cvc.edu> (online courses from California universities and colleges)